

Infinite Campus

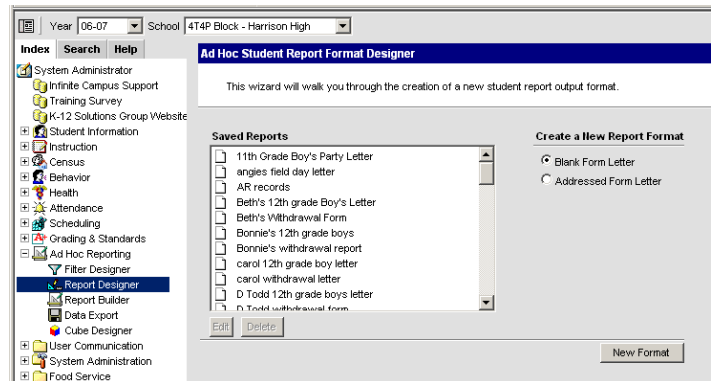
Creating a letter with mail merge fields and Reports

Using this would be a good withdrawal form, because we will have attendance and discipline on the student report.

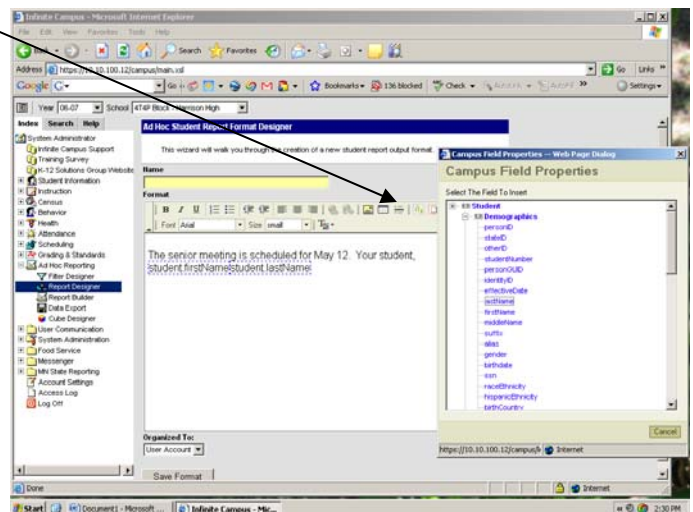
Click Index → Ad Hoc Reporting → Report Designer

Click Blank Form Letter

Click New Format

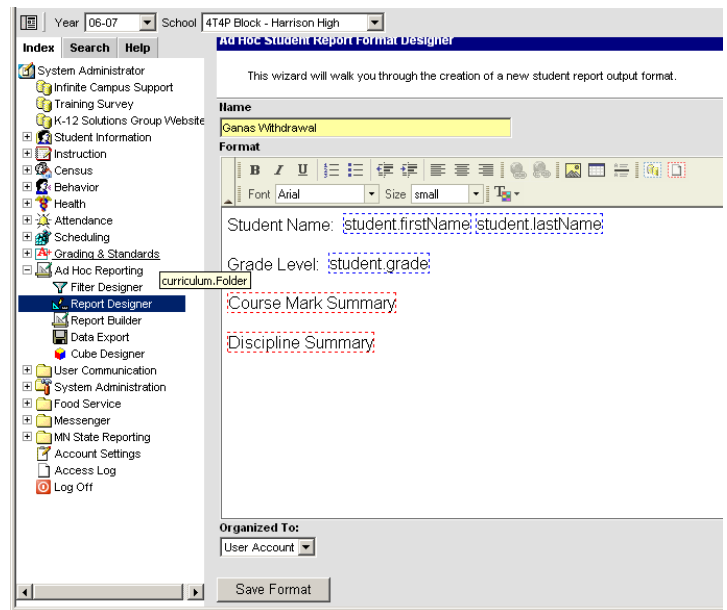


Type the message. Click the blue Insert/Edit Campus Field button to select fields to be added to the letter. These fields, e.g., studentfirstName, will be populated from Infinite Campus. From the Campus Field Properties window, select the fields you desire to be in the letter.



Click the Red Insert/Edit Campus Sub Report button to select reports that can be added to the letter. For example, you can add Grades, attendance, and behavior.

Name the letter and click Save Format.



To use this letter as a withdrawal form for a student,

Click Student Information → General Search for the withdrawing student. Locate that student.

Click the AdHoc Reports tab from that student's profile. Select the form letter you created for withdrawal and click Print.

This will produce a report with the student's name, grade and any reports you requested to be on that form.

